

# First steps

New here? Here are the first steps to start an employment with Smart

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# 1. Infosession and first consultation

## 1. Info session

Do you want to know more about the Smart cooperative - what we do and how you can work with us? Then attend one of our weekly info sessions!

Our info sessions take place weekly, usually on **Thursdays at 11 a.m.**, alternating between English and German. The session starts with an introduction to the cooperative and its services, followed by a Q&A session. The entire session lasts up to one hour.

During the info session, you'll get an overview of what Smart is and how working with us looks in practice. By the end of the presentation, you'll be able to assess whether Smart is the right fit for you.

You can find all upcoming dates at the bottom of our website (they will be released gradually):

<https://smartde.coop>

After registering, you'll receive a confirmation e-mail and a link to the event. If you're unable to attend after all, you can simply book a new date on another day.

## 2. Consultation

Are you convinced that Smart is the right solution for you? Then schedule a personal appointment with Smart.

During the info session, you'll receive a QR code to request our "First Appointment" e-mail, which includes:

- a first appointment questionnaire
- our information package
- a link to the Smart appointment booking page

Please use the link to schedule your initial consultation.

Before the consultation, review the information package and complete the questionnaire so we can better understand your situation.

During the consultation, you can discuss topics such as:

- How your activities can be managed through Smart
- Planning your salary and employment contract if you decide to join
- Next steps for Smart membership

**Please note:** Attending both the info session and the consultation is required to start working with Smart. Every situation is unique, and we look forward to talking with you to see if collaboration is the right fit!

# 2. Membership and employment

Have you already attended your personal appointment? Here are the next steps:

## Become a Smart member

To start, [become a member](#) of the cooperative and complete the [Employment Datasheet](#). We'll confirm your data within one business day.

**Please note:** Membership in the cooperative does not automatically mean you are employed!

## Save your orders

Once we have confirmed your membership, your account will be activated and you'll be able to [save your first orders](#) in the Smart Portal.

Learn how to manage [order processing](#) in the guide.

## Payment guarantee

When saving orders, you can choose whether your client should confirm the order.

- If you skip client confirmation, we can only employ you for that month if the client has *already paid* us before the **10th of the month**.
- For clients outside the EU, payment must always be received before employment can begin.

## Employment request

After Smart confirms your first order form and your budget shows income, you'll be able to submit an [employment request](#). When requesting employment, choose an [employment](#)

[category](#) based on your average expected income.

### The employment begins

We will review and approve your employment request. You will receive your employment contract by email.

- Your **first salary** will be transferred at the end of your first month of employment.
- Your **payslip** will also be emailed at the end of the month.

If you are requesting a **Minijob** (603€ gross or less), please check the specific information regarding [Minijob contracts](#).

**DEADLINE:** Please submit your employment request **by the end of the month** for a contract starting on the 1st of the following month (e.g. submit by the end of April for the employment on 1 May) Salaries are paid at the end of the month (e.g. 28 May)

## Already a member? Join the Smart Community!

Once you're a member, you can get more involved and stay connected:

- Create your profile on the [Community](#) page in the Smart Portal and start networking with other members.
- Follow Smart on social media: [Facebook](#), [Twitter](#) and [Instagram](#)
- Join the [Facebook Group](#)
- Mark Smart as your employer on [LinkedIn](#)
- Check your e-mail regularly - we send out a regular newsletters with updates from the cooperative. You can find the previous [Newsletter here](#) (only with personal access).

## Questions?

Can't find answer to your question here? [Contact us](#).